



Individual Placement Payroll Procedures and Timesheet Instructions

PAYCHECKS

1. The monthly living allowance is \$1,155 a month.
2. The living allowance is subject to deductions for: federal income tax, medical aid (Workers' Compensation), OASI (Social Security), and Medicare. Withholding deductions will vary according to your completed W4 form.
3. Official pay dates are the 5th and the 20th of each month. Members using direct deposit will find their living allowance deposited into their checking or savings account on pay dates. For all others, checks are typically received on or after the 5th and 20th of the month.
4. If the 5th or 20th falls on a Saturday or Sunday, you are paid the Friday before.
5. All AmeriCorps members are required to utilize electronic funds transfer (also known as direct deposit). For unusual hardship/exceptions refer to the member service agreement.
6. Until electronic funds transfer is set up, paychecks will be mailed directly to your site. Never cash the check before payday.
7. If your check is lost or stolen, call your program coordinator immediately. If your coordinator is not available, you can call the Washington Service Corps toll free line at 1-888-713-6080.

TIMESHEETS

1. A timesheet must be completed for each month of service. Timesheets are due to the WSC within one week after the end of the month.
2. Timesheets must be completed with the excel member timesheet document or in ink. Both the member and the site supervisor must sign and date the timesheet in ink **after** the last day of the month. The form "Member Timesheet (Excel)" is available on our website at <http://www.esd.wa.gov/washingtonservicecorps/partnersandmembers/project-payroll-forms.php>
3. Mail your timesheet, with the original signatures, to your program coordinator at: Washington Service Corps, Employment Security Department, P.O. Box 9046, Olympia, WA 98507.
4. Round time to the quarter hour (8.25, 8.50, 8.75).
5. White out on timesheets is not acceptable nor is crossing out time and rewriting with your initials. Timesheets will be sent back if this happens. For further guidance on service time refer to WSC Policy # 9, Member Hours and Allowable Service Activities.
6. If you need to make changes to the timesheet after you have sent it in to the WSC, you will be required to submit a revised timesheet as soon as possible. Write "REVISED" on top of timesheet.
7. Retain copies of all member timesheets in member file at site.